



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

NO.	04-08
DATE	December 3, 2003
DISTRIBUTION	
GREENBELT ONLY	*A
WALLOPS ONLY	*
GSFC	*
CONTRACTORS	**A

# ANNOUNCEMENT

**SUBJECT: 2003-2004 Snow Plan for Goddard-Greenbelt**

The information in this announcement allows Center employees to plan their commutes during adverse weather conditions. The Facilities Management Division (FMD), Public Affairs Office, and Center Director's office monitor weather forecasts in order to make informed decisions for the safety of all Goddard employees. We pledge to make every effort to minimize the impact of severe weather conditions and to communicate the Center's operating status. Often there is a varying degree of snowfall and road conditions throughout the commuting area, making an informed decision more difficult. While Center management strives to make announcements early, the wide window of arrival times at Goddard further complicates this task. *Please use your best judgment when planning your commute.*

## I. NOTIFICATION

We will continually monitor local weather conditions, and make opening/closing/delay decision for Goddard-Greenbelt as early as possible. Public announcements of openings/closings for Federal offices in the District of Columbia or Greater Baltimore areas DO NOT APPLY to Goddard-Greenbelt. We will continue to announce Goddard status separate from the Office of Personnel Management Federal offices announcement. Announcements will be made via:

### 1. Radio Stations:

#### Washington

WMAL-AM, 630 kHz  
WTOP-AM, 1500 kHz  
WAMU-FM, 88.5 MHz  
WETA-FM, 90.9 MHz  
WPGC-FM, 95.5 MHz  
WMZQ-FM, 98.7 MHz  
WTOP-FM, 107.7 MHz

#### Baltimore

WBAL-AM, 1090 kHz  
WPOC-FM, 93.1 MHz  
WIYY-FM, 97.9 MHz

Stations WAMU-FM, 88.5, and WETA-FM 90.9 have been added to the call list.

### 2. Television Stations:

#### Washington

WRC-TV, Channel 4  
WTTG-TV, Channel 5  
WJLA-TV, Channel 7  
WUSA-TV, Channel 9

#### Baltimore

WMAR-TV, Channel 2  
WBAL-TV, Channel 11  
WJZ-TV, Channel 13

3. **Code-A-Phone, (301) 286-NEWS.** A message will be posted within 15 minutes of the Center's official decision.

4. **Internet.** Barring any technical or communication problems, [www.Goddard.nasa.gov](http://www.Goddard.nasa.gov) will be updated.

5. **E-mail.** An e-mail will be sent to all e-mail accounts on the Goddard domain.

Hearing impaired personnel may call the Security Office at (301) 286-8661 or -8662 for voice or TDD service.

\*A (Civil Service) – GSFC Employees

\*\*A (Contractor) – Contractor and Other Employees

\*B (Civil Service) – GSFC Section Level and Above

\*\*B (Contractor) – Contractor and Other Offices

\*C (Civil Service) – GSFC Branch Level and Above

\*D (Civil Service) – GSFC Division Level and Above

For employees who work second or third shifts, we will continue to post road status messages. Approximately 2 hours before second and third shift changes, a road status message will be posted at (301) 286-2716. In this message, snow removal staff will personally assess the condition of roads surrounding Goddard, such as Greenbelt Road and the Baltimore/Washington Parkway. We intend for this information to be helpful in planning your commute to the Center.

## II. OPERATING STATUS CODES

Broadcasters are more likely to air, and less likely to misinterpret, short messages, such as the color codes. Announcements will be made using these status codes. Again, when planning your commute to the Center, please use your best judgment. ***Unless otherwise stated, assume a Code Green operating status.***

### **CODE GREEN: The Center is operating under a normal work schedule.**

All employees scheduled to work should report at their normal times.

### **CODE BLUE: The Center is operating under a liberal leave condition.**

Employees are expected to report on time. However, non-emergency personnel may request and will be granted annual leave by the supervisor without prior approval. Emergency personnel report on time.

### **CODE YELLOW: There is a (1 or 2 hour) delay in reporting time.**

Administrative leave (up to the amount specified in the actual announcement) will be granted for delayed opening only to those non-emergency personnel who report for work. Non-emergency personnel may request and will be granted annual leave by the supervisor without prior approval. Emergency personnel report on time.

### **CODE RED: Non-emergency employees are excused.**

Employees scheduled to work will be granted administrative leave for the entire day. Non-emergency personnel are not to enter the Center, so that road crews may complete snow and ice removal. Emergency employees are expected to report to work on time.

## III. FACILITY OPERATIONS

Delayed openings and closures allow for the unobstructed operations of the snow removal team. If you enter the Center during Codes Yellow or Red, parking is limited to the Building 8-west lot. Roads identified as Snow Emergency Routes will be cleared first to provide access for emergency employees. Oversized maps indicating Snow Emergency Routes and the sequence of snow removal activities are located where employees congregate throughout the Center. Vehicles parked along Snow Emergency Routes will be towed to the parking lot on the west side of Buildings 11 and 30. If you leave your car on Center while on travel, please park in this lot.

Buckets full of sand are placed at primary entrances for all buildings. If you find a slippery sidewalk, please spread sand over the spot to prevent others from falling. When entering the buildings, stamp your feet to remove any snow, ice, or sand and thus reduce the potential for slips inside the building.

FMD is committed to ensuring your safety and responding to your concerns. You may forward specific requests for snow or ice removal on sidewalks, steps, or other foot-traffic areas to our Service Desk at x6-5555. FMD's Web site at <http://gsfc-aphrodite.gsfc.nasa.gov/220/snowplan.htm> contains the operating status codes, notification sites, and the Snow Removal Evaluation form. In addition, a wallet card paraphrasing these guidelines is available from FMD by calling our Customer Service Hotline at x6-2716.



Phillip A. Holloway, Acting Chief  
Facilities Management Division